

**SC DEPARTMENT OF HEALTH AND ENVIRONMENTAL
CONTROL**

OFFICE OF OCEAN AND COASTAL RESOURCE MANAGEMENT

PERMIT APPLICATION PACKET



October 2003



PERMIT APPLICATION PACKET Table of Contents

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

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NOTE: All applications for beachfront projects must include a certified copy of a plat which delineates the location of the baseline, and setback line on the subject property. Contact one of the OCRM offices to find out how to locate these lines.

Please allow 30 days for processing private dock applications. Major activities requiring other State actions will require longer processing times. Incomplete applications, illegible drawings, or incorrect fees will delay processing.



**PERMIT
APPLICATION**
Administrative Fee Schedule

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston **Beaufort** **Myrtle Beach**
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

**ADMINISTRATIVE FEE SCHEDULE FOR PERMIT
APPLICATIONS**

All Marinas, Commercial Activities and all other Major Activities = \$1000.00

Minor private docks 100' or less = \$150.00

Minor private docks and all additions requiring full public notice = \$250.00

NOTE: Permit fees for blanket dock applications: We will charge per dock according to the activity. That is, if an applicant applies for more than one private dock on an application, we will charge the minor activity fee of \$250.00 (or \$150.00, if applicable) for each dock. If a community dock is bundled with the private docks, the fee for the community dock (\$1000.00) **PLUS** the minor fees for all of the private docks will be charged.

Local Agency = \$250.00

State Agency = No fee

Amendments requiring public notice = \$100.00

Dock General Permit = \$100.00 **

Minor Transfers and Extensions = \$25.00

Major Transfers and Extensions = \$100.00

** Activities authorized under dock general permit GP-03-001 can be found at www.scdhec.net/ocrm. However, this Agency reserves the right to require a full critical area permit at its discretion.

Applications will not be processed until the appropriate administrative fee is received. This fee is non-refundable and has no bearing on the outcome of the application.

This fee schedule is subject to change by the SCDHEC OFFICE OF OCEAN AND COASTAL RESOURCE MANAGEMENT.

All checks should be made payable to SCDHEC – OCRM.

10/03



PERMIT APPLICATION PACKET Instructions

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston **Beaufort** **Myrtle Beach**
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

IMPORTANT: Read this page before attempting to complete this application.

All activities which result in the alteration of the coastal waters, tidal wetlands and beach/dune system require authorization from the SCDHEC Office of Ocean and Coastal Resource Management.

Permit Application Checklist:

- ☐ 1. Two page application form (pages 4 and 5) filled out completely, signed by the applicant and the agent (if there is an agent). Print clearly and use black ink. (See examples on pages 9 and 10)
- ☐ 2. The non-refundable administrative application fee (see fee schedule on page 2). Make checks payable to SCDHEC-OCRM.
- ☐ 3. Affidavit of Ownership or Control form (page 6) completed, signed and notarized, including one of the following: 1) Legal description and/or copy of the certified plat of the property 2) A certified copy of the deed, lease, easement, or other instrument under which the applicant claims title, or permission from the owner of the property to carry out the proposed activity.
- ☐ 4. A plan or drawing(s) showing the proposed activity (for all activities except docks) and the manner and method by which the proposal shall be accomplished. **As of August 1, 2002, surveys or engineered drawings will be required for all dock applications.** (See requirements and instructions on page 8 and examples on pages 11 thru 16.)
- ☐ 5. A location map(s) showing the location of the proposed activity. (See requirements and instructions on page 8 and example on pages 17 & 18.)
- ☐ 6. Submit 1-5 above to SCDHEC-OCRM. Additional information may be required depending on the nature of the proposed activity.
- ☐ 7. Run newspaper public notice (see page 7) and when available submit the proof of publication to OCRM.

South Carolina Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
1362 McMillan Ave., Suite 400
Charleston, South Carolina 29405

South Carolina Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
1705 North Oak Street, Suite 6
Myrtle Beach, South Carolina 29577

South Carolina Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
104 Parker Drive
Beaufort, South Carolina 29906



PERMIT APPLICATION

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744-5847(fax) 846-9810(fax) 626-2381(fax)

NAME AND MAILING ADDRESS OF APPLICANT:

PHONE #: (Bus.) _____
(Home) _____
(Fax) _____

NAME AND MAILING ADDRESS OF AUTHORIZED AGENT: (If an agent is listed, all correspondence will be sent to the agent.)

PHONE #: (Bus.) _____
(Home) _____
(Fax) _____

DESCRIBE THE DIMENSIONS, GENERAL SPECIFICATIONS, AND PURPOSE OF THE PROJECT:

NAMES AND COMPLETE MAILING ADDRESSES OF ADJOINING PROPERTY OWNERS: (If the applicant owns adjoining property, give name and address for nearest property not owned by applicant.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheet of paper if necessary.)

LOCATION OF THE PROJECT (Address and directions to the site):

_____ COUNTY: _____

TAX MAP NUMBER (Required on all applications): _____

LOCAL GOVERNING BODY WITH JURISDICTION OVER _____

NAME OF WATERWAY: _____



PERMIT APPLICATION

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IS ANY PORTION OF ACTIVITY FOR WHICH AUTHORIZATION IS SOUGHT NOW COMPLETE?

YES ☐

NO ☐

IF "YES", GIVE REASONS, INCLUDING THE MONTH AND YEAR ACTIVITY WAS COMPLETED.
INDICATE EXISTING WORK ON DRAWINGS.

ADDITIONAL REMARKS:

APPLICATION IS HEREBY MADE FOR A PERMIT OR PERMITS TO AUTHORIZE THE ACTIVITIES DESCRIBED HEREIN. I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS APPLICATION, AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE, AND ACCURATE. I FURTHER CERTIFY THAT I POSSESS THE AUTHORITY TO UNDERTAKE THE PROPOSED ACTIVITIES OR I AM ACTING AS THE DULY AUTHORIZED AGENT OF THE APPLICANT.

Signature of Applicant

Date

Signature of Agent (if agent has been listed)

Date

IMPORTANT!! THE APPLICATION MUST BE SIGNED BY THE APPLICANT AND THE AUTHORIZED AGENT (IF AN AGENT HAS BEEN LISTED ON PAGE ONE OF THIS APPLICATION).

The applicant shall permit the SCDHEC Office of Ocean and Coastal Resource Management, the District Engineer, the State Law Enforcement Division, South Carolina Department of Natural Resources, and other State permit inspection agencies, or their representative(s) to make periodic inspection at any time deemed necessary in order to assure that the activity being performed is in accordance with the terms and conditions prescribed herein.



AFFIDAVIT OF OWNERSHIP OR CONTROL

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

I hereby certify that I am the (check one):

- ☐ Record Owner
☐ Lessee
☐ Record Easement Holder
☐ Applicant To Record Owner For Easement
☐ Contract To Purchase Property

of the below described property situated in _____ County, South Carolina; and that said property is all of that said property that is contiguous to and landward of the area in which the work proposed in the permit application is to be conducted. Furthermore, I certify that as record owner, lessee, or record easement holder, I have, or will have prior to undertaking the work, necessary approvals or permission from all other persons with a legal interest in said property to conduct the work proposed in the permit application.

WRITE LEGAL DESCRIPTION OF HIGHLAND (as described in deed, lease, etc.) BELOW OR OR WRITE "SEE ATTACHED" (in large bold letters) AND ATTACH A COPY OF THE DEED, LEASE, EASEMENT, OR MOST RECENT CERTIFIED PLAT OF THE PROPERTY. IF YOU ARE NOT THE RECORD OWNER, LESSEE OR EASEMENT HOLDER, YOU MUST ALSO SUBMIT WRITTEN PERMISSION FROM THE OWNER OF THE PROPERTY TO CARRY OUT THE PROPOSED ACTIVITY.

I also certify that the project as proposed does not cross any wetlands or areas below mean high water which is in the ownership of other private persons or public or private entities and that there is no disputed claim to the wetlands or areas below mean high water by private person or other entities due to a Kings Grant, State Grant, easement or conveyance or other legal document evidencing ownership of these areas.

Signature of Record Holder or Lessee

Sworn to and subscribed before me at _____, _____ County, South Carolina, this _____ day of _____, 20____.

Notary Public

My commission expires:



**PERMIT
APPLICATION
Newspaper Notice Publication**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
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NOTIFICATION OF NEWSPAPER NOTICE

As required in Section 14(C) of Act 123 of 1977, applicants for Office of Ocean and Coastal Resource Management permits must publish a notice in an appropriate newspaper. For a minor activity, this notice must run in a newspaper published in the county where the activity is taking place. A minor activity is defined as a private, recreational dock or erosion control such as a bulkhead or revetment. Any activity which does not meet the definition of a minor activity is classified as a major activity. Applications for a major activity must be advertised both in a newspaper published in the county where the activity is taking place and a newspaper of statewide circulation (The State, The Greenville News, or The Post and Courier). If the county newspaper is the Post and Courier, then only one (1) advertisement is required. The newspaper notice need only run one time, but applications should be submitted to the Office of Ocean and Coastal Resource Management prior to the ad placement. After the ad(s) have been run, the newspaper will send the applicant an affidavit of publication, which must be forwarded to the Office of Ocean and Coastal Resource Management. A permit cannot be issued until the proof of publication is received. The following form shall be used for newspaper publication:

PUBLIC NOTICE

(Applicant) will apply (has applied) to the South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management for a permit to (description of work) for (public/private) use, at/in (street address or lot/block number and name of waterway). Comments will be received by the Office of Ocean and Coastal Resource Management, (insert appropriate address - see below) by (insert date, 10 days after date of publication for minor activity and 15 days after publication date for a major activity).

All major permits and minor permits in Charleston, Berkeley and Dorchester Counties and the Edisto Island and Edisto Beach areas of Colleton County:

1362 McMillan Avenue, Suite 400
Charleston, South Carolina 29405

Minor permits in Georgetown and Horry Counties:

1705 North Oak Street, Suite 6
Myrtle Beach, South Carolina 29577

Minor permits in Beaufort, Jasper and Colleton Counties except Edisto Island and Edisto Beach areas:

104 Parker Drive
Beaufort, South Carolina 29906



**PERMIT
APPLICATION**
Drawing/Location Map
Requirements

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston **Beaufort** **Myrtle Beach**
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

DRAWING / LOCATION MAP REQUIREMENTS

General

1. Submit one original copy of all drawings, surveys, and maps on the blank sheets provided or on 8 ½ by 11 inch plain white paper (unruled) with a one inch margin left at the top edge of each sheet for binding purposes and a 1/2 inch margin on the other three sides. Submit the fewest number of sheets necessary to adequately show the proposed activity and its location. Drawings and maps should be in accordance with the general format of the enclosed samples and must be neat, accurate, and concise. Show scale or indicate that drawing is not to scale.
2. Registered surveys, drawings and maps should include a label indicating applicant, location, county, activity and date. The P/N # will be added by OCRM.
3. Since drawings and maps must be reproduced photographically, color shading cannot be used. Drawings may show work as dot shading, hatching, cross-hatching or similar graphic symbols. Do not use pencil or blue ink. Use black ink only.
4. Clearly show and label any existing or previously permitted structures or activity.
5. Clearly and completely label all components of drawings and maps.
6. For beachfront activities the drawing must show the location of baseline and setback lines.

LOCATION MAP (Must be sufficient for field personnel to locate site. This may require more than one map and should include written directions).

1. Show location of activity with a clearly seen site arrow and label and show name of waterway. Include, when possible, written directions on map with landmarks noted.
2. Include a plat map or more specific map of the area or subdivision if available.
3. Identify map or chart from which vicinity map(s) was taken, if applicable.
4. Show north arrow.

PLAN VIEW (OR REGISTERED SURVEY FOR DOCKS)

1. Show critical area line (shoreline) in relation to the proposed activity and any adjacent existing structures. Show all upland property boundary's and width of property at critical area line (shoreline).
2. Show north arrow and direction of river flow/ebb and flow of tide, if applicable.
3. Show name of waterway and high and low water lines.
4. Show edge of marshgrass and distance of structure from edge of marshgrass.
5. Show distance from marshgrass to marshgrass or distance across channel or to navigation channel where applicable. Show all waterbodies within the extended property lines.
6. Show dimensions of structures and distance from property lines, extended property lines or dock corridor lines.
7. Show and label adjacent property owners.
8. For applications involving beachfront activity, a certified plat must be submitted which clearly shows the location of the baseline, and setback lines.
9. For beachfront applications involving rebuilding, a certified plat must be submitted which show the previous improvements.

SIDE VIEW

1. Show high and low water and distance above high water, if applicable.
2. Show critical area line (shoreline) in relation to structure.
3. Show edge of marshgrass and distance of structure from edge of marshgrass.
4. See 8 and 9 under Plan View.

Note: Additional information may be required depending on the nature of the project.



**PERMIT
APPLICATION**
Sample Application

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

NAME AND MAILING ADDRESS OF APPLICANT:

Ms. Jane Doe

1000 Water Street

Charleston, S. C. 29414

PHONE #: (Bus.) 555-000
(Home) 555-0001
(Fax) _____

NAME AND MAILING ADDRESS OF AUTHORIZED AGENT: (If an agent is listed, all correspondence will be sent to the agent.)

Dock Builders, Inc.

attn: Ted Builder

4444 Ocean Street

Charleston, S. C. 29414

PHONE #: (Bus.) 555-0002
(Home) 555-0003
(Fax) _____

DESCRIBE THE DIMENSIONS, GENERAL SPECIFICATIONS, AND PURPOSE OF THE PROJECT:

Construction of a dock. The dock will have a 4' x 100' walkway leading to a 10' x 10' fixed pierhead.

An 8' x 10' floating dock will be located on the downstream side of the pierhead. The dock will be for private recreational use.

NAMES AND COMPLETE MAILING ADDRESSES OF ADJOINING PROPERTY OWNERS:

Mr. Bob Smith

1002 Water Street.

Charleston, S. C. 29414

Mr. Jack Jones

998 Water Street

Charleston, S. C. 29414

(Attach additional sheet of paper if necessary.)

LOCATION OF THE PROJECT (Address and directions to the site):

At 1000 Water Street in Ocella Subdivision off Hwy. 174. 1 mile past Joe's Seafood near Edisto Beach.

One mile past Joe's Seafood take dirt road (Ocella Subdivision Road) to the left. Take left at stop sign onto Water Street to 5th house on the left.

COUNTY: Charleston

TAX MAP NUMBER (Required on all applications): TMS 219-00-08-014

LOCAL GOVERNING BODY WITH JURISDICTION OVER Charleston County

NAME OF WATERWAY: Oceanview Creek



**PERMIT
APPLICATION
Sample Application**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

IS ANY PORTION OF ACTIVITY FOR WHICH AUTHORIZATION IS SOUGHT NOW COMPLETE?
YES ☐ NO ☒

IF "YES", GIVE REASONS, INCLUDING THE MONTH AND YEAR ACTIVITY WAS COMPLETED.
INDICATE EXISTING WORK ON DRAWINGS.

ADDITIONAL REMARKS:

APPLICATION IS HEREBY MADE FOR A PERMIT OR PERMITS TO AUTHORIZE THE ACTIVITIES DESCRIBED HEREIN. I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS APPLICATION, AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE, AND ACCURATE. I FURTHER CERTIFY THAT I POSSESS THE AUTHORITY TO UNDERTAKE THE PROPOSED ACTIVITIES OR I AM ACTING AS THE DULY AUTHORIZED AGENT OF THE APPLICANT.

Jane Doe

Signature of Applicant

4-7-95

Date

Jed Bunker

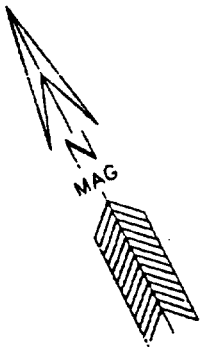
Signature of Agent (if agent has been listed)

4-7-95

Date

IMPORTANT!! THE APPLICATION MUST BE SIGNED BY THE APPLICANT AND THE AUTHORIZED AGENT (IF AN AGENT HAS BEEN LISTED ON PAGE ONE OF THIS APPLICATION).

The applicant shall permit the SCDHEC Office of Ocean and Coastal Resource Management, the District Engineer, the State Law Enforcement Division, South Carolina Department of Natural Resources, and other State permit inspection agencies, or their representative(s) to make periodic inspection at any time deemed necessary in order to assure that the activity being performed is in accordance with the terms and conditions prescribed herein.



name of
adjoining
property
owner #2

LOT 3

name of
adjoining
property
owner #1

CRITICAL LINE

MHW

applicant: Mr. & Ms. Smith
location: 1221 Anywhere Drive
Charleston, S. C. 29401

DOCK CONSISTS OF
4'x817' WALKWAY
20'x20' COVERED PIERHEAD
14'x20' BOATLIFT
& RAMP TO 10'x20' FLOATER

S 18° 28' 01" E

N 18° 10' 19" W

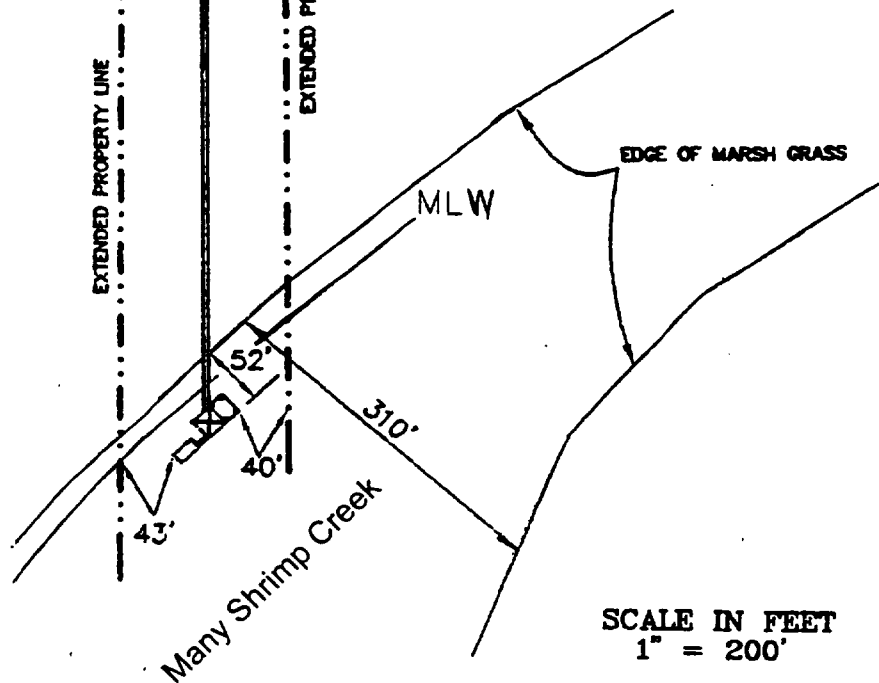
EXTENDED PROPERTY LINE

EXTENDED PROPERTY LINE

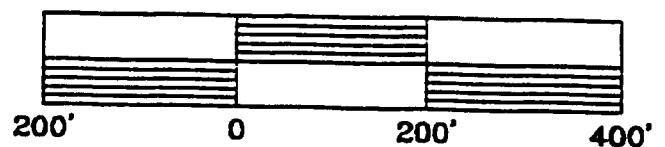
EDGE OF MARSH GRASS

MLW

Mr. Surveyor, R. L. S. #00000
I hereby state to the best of my
knowledge, information, and belief
the survey shown hereon was made
in accordance with the requirements
of the minimum standards manual for
the practice of land surveying in South
Carolina, and meets or exceeds the
requirements for a class "B" survey
as specified therein.



SCALE IN FEET
1" = 200'

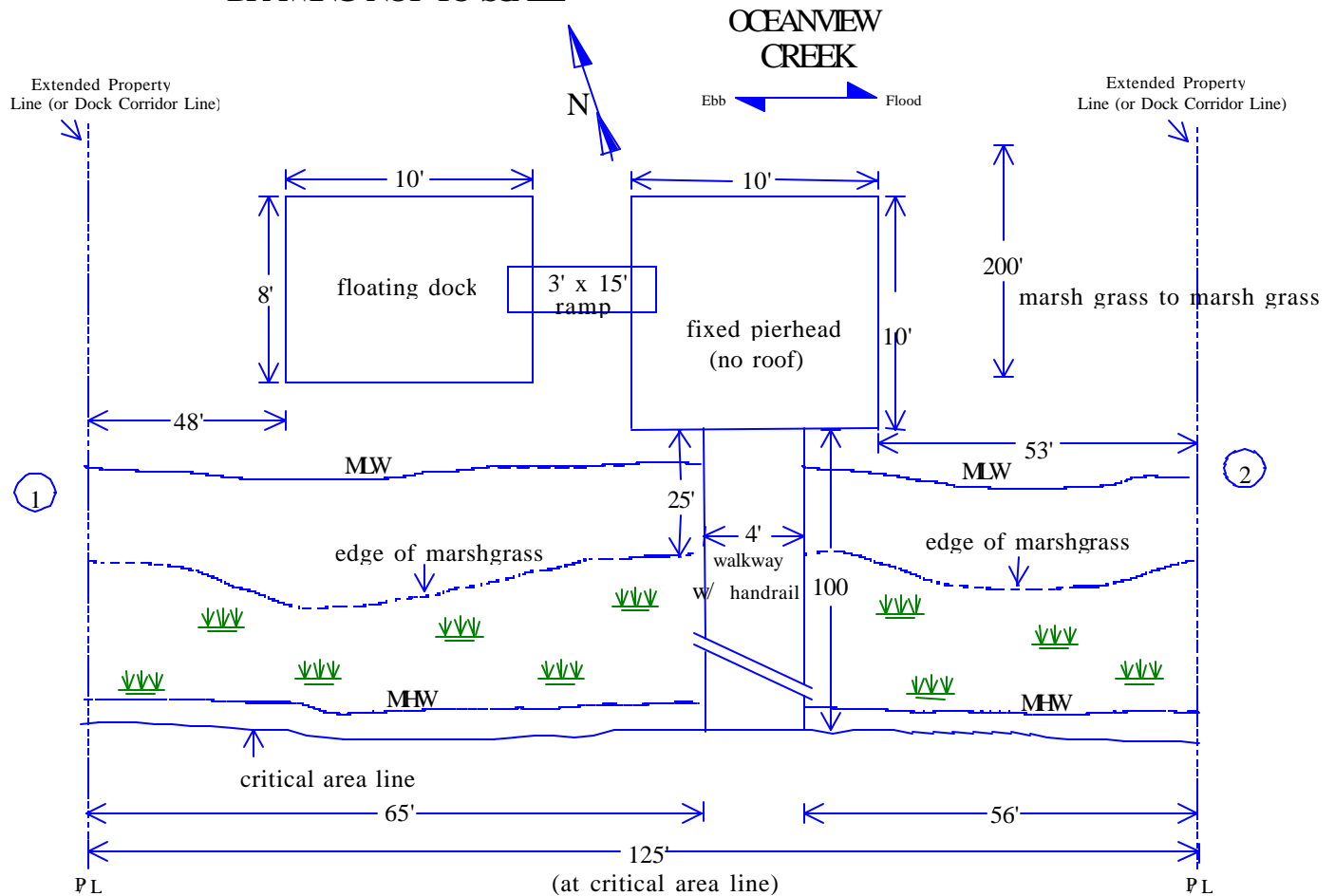




**PERMIT
APPLICATION
Sample Drawing**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 626-7217
744-5847(fax) 846-9810(fax) 626-2381(fax)

DRAWING NOT TO SCALE



APPLICANT Jane Doe
ACTIVITY Private
Recreational Dock
P/ N #

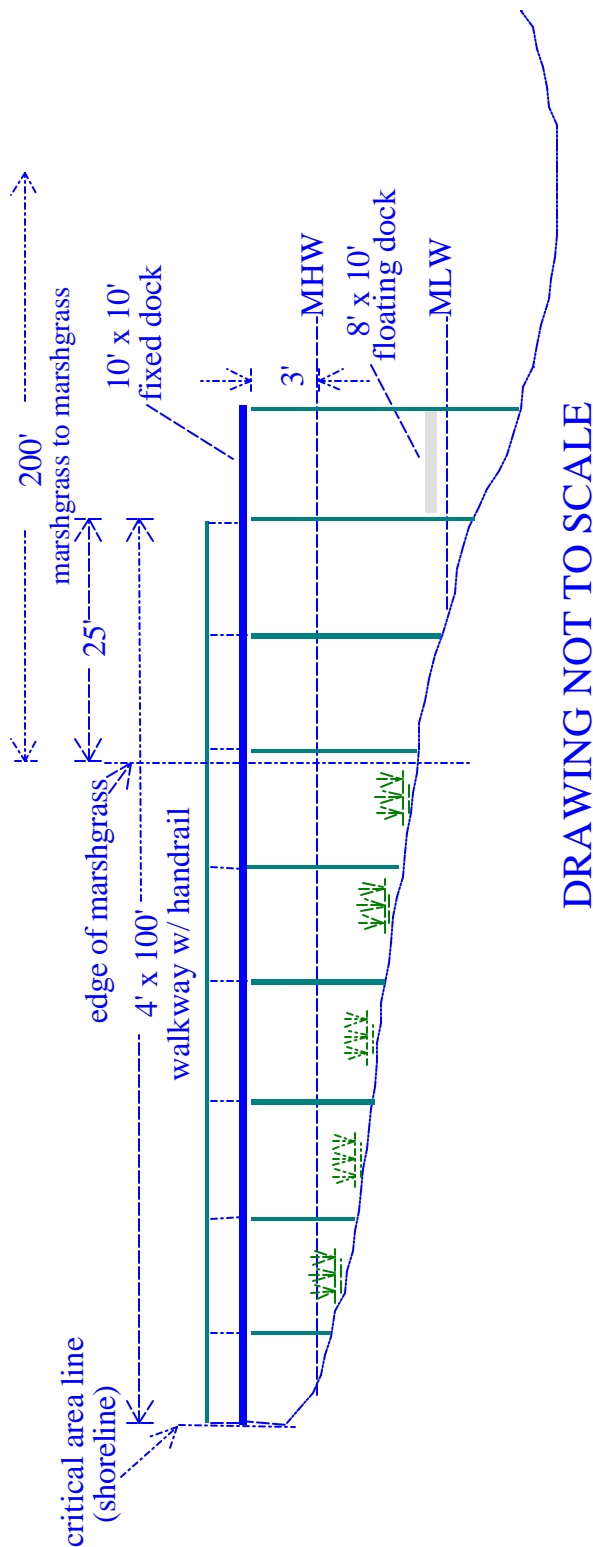
LOCATION: 1000 Water Street
M. Pleasant, S. C.
COUNTY: Charleston
DATE: April 7, 1995

ADJACENT PROPERTY
1. Bob Smith
2. Jack Jones



PERMIT
APPLICATION
Sample Drawing

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
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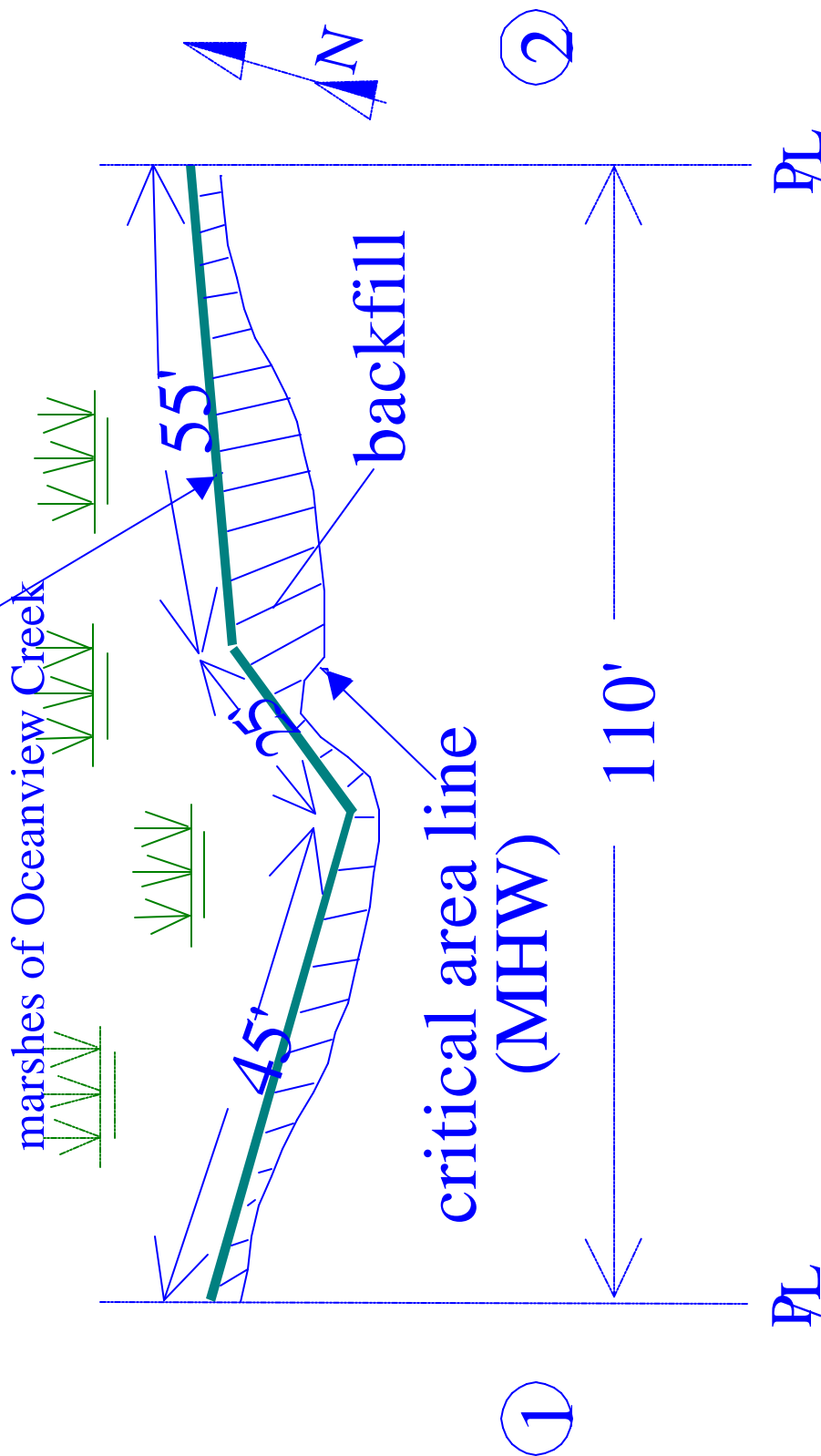
APPLICANT Jane Doe	LOCATION 1000 Water Street Mt. Pleasant, S. C.	ADJACENT PROPERTY OWNER 1. Bob Smith 2. Jack Jones
ACTIVITY Private Recreational Dock	COUNTY Charleston	
P/N #	DATE April 7, 1995	



PERMIT
APPLICATION
Sample Drawing

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Proposed Timber Bulkhead

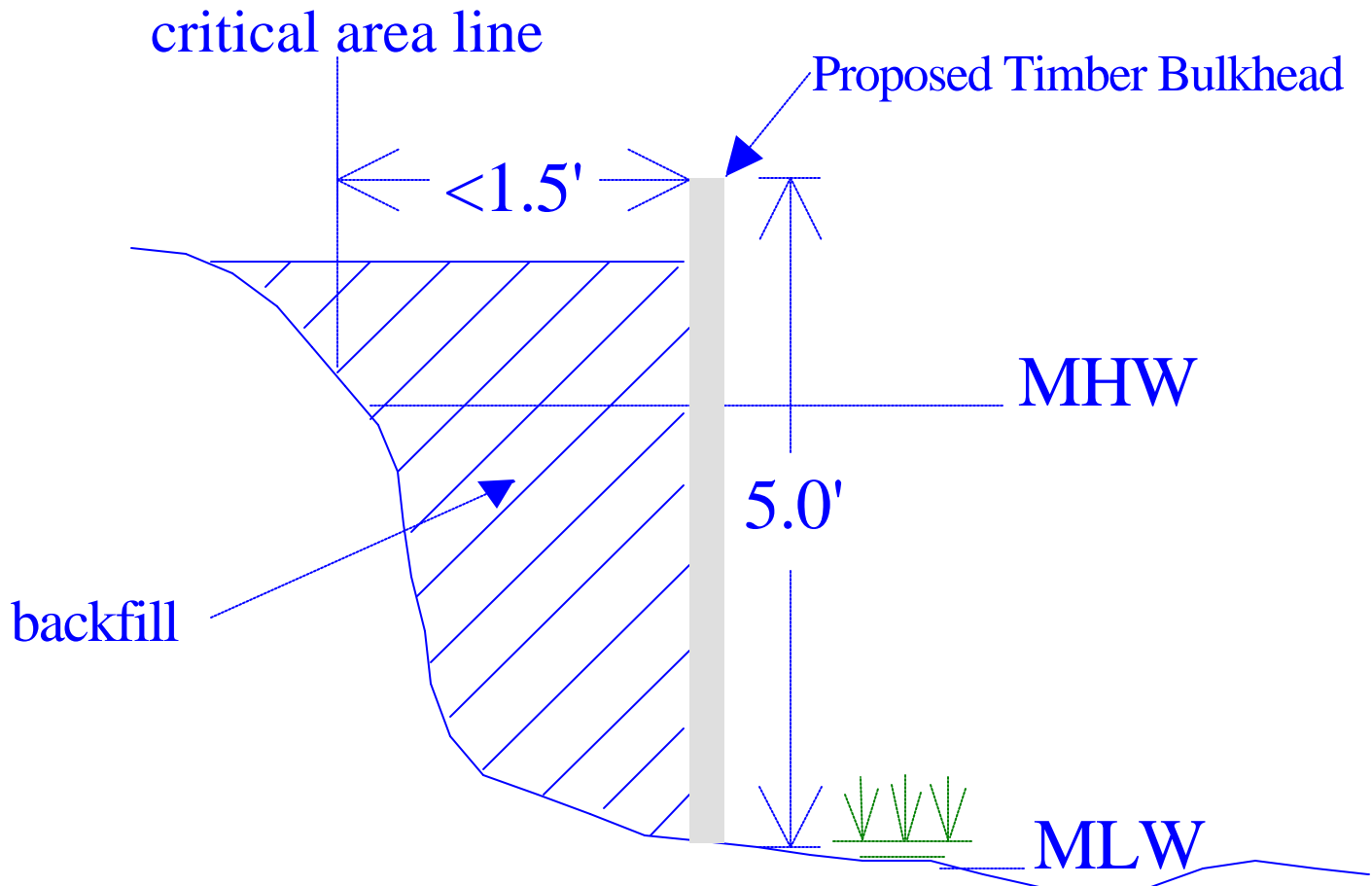


APPLICANT Jane Doe	LOCATION 000 Water Street Mt. Pleasant, S. C.	ADJACENT PROPERTY OWNER 1. Bob Smith 2. Jack Jones
ACTIVITY Erosion Control Timber Bulkhead	COUNTY Charleston	
P/N #	DATE April 7, 1995	



**PERMIT
APPLICATION
Sample Drawing**

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Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
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744-5847(fax) 846-9810(fax) 626-2381(fax)



DRAWING NOT TO SCALE

APPLICANT: Jane Doe

ACTIVITY: Erosion Control
Timber Bulkhead

P/N #

LOCATION: 1000 Water Street
Mt. Pleasant, S. C.

COUNTY: Charleston

DATE: April 7, 1995

ADJACENT PROPERTY OWNER

1. Bob Smith

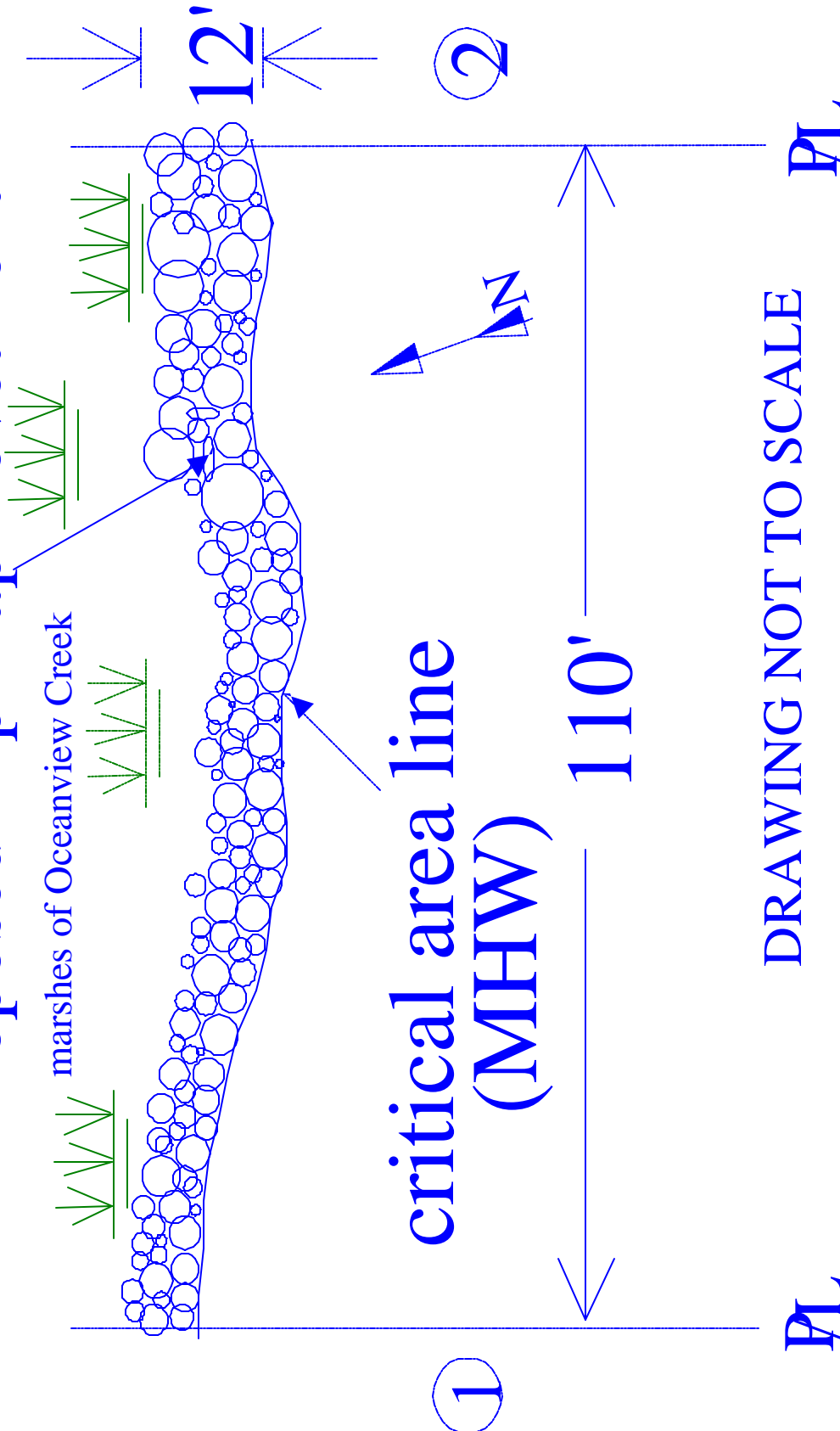
2. Jack Jones



PERMIT
APPLICATION
Sample Drawing

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Charleston Beaufort Myrtle Beach
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744-5847(fax) 846-9810(fax) 626-2381(fax)

Proposed Rip-Rap Revetment

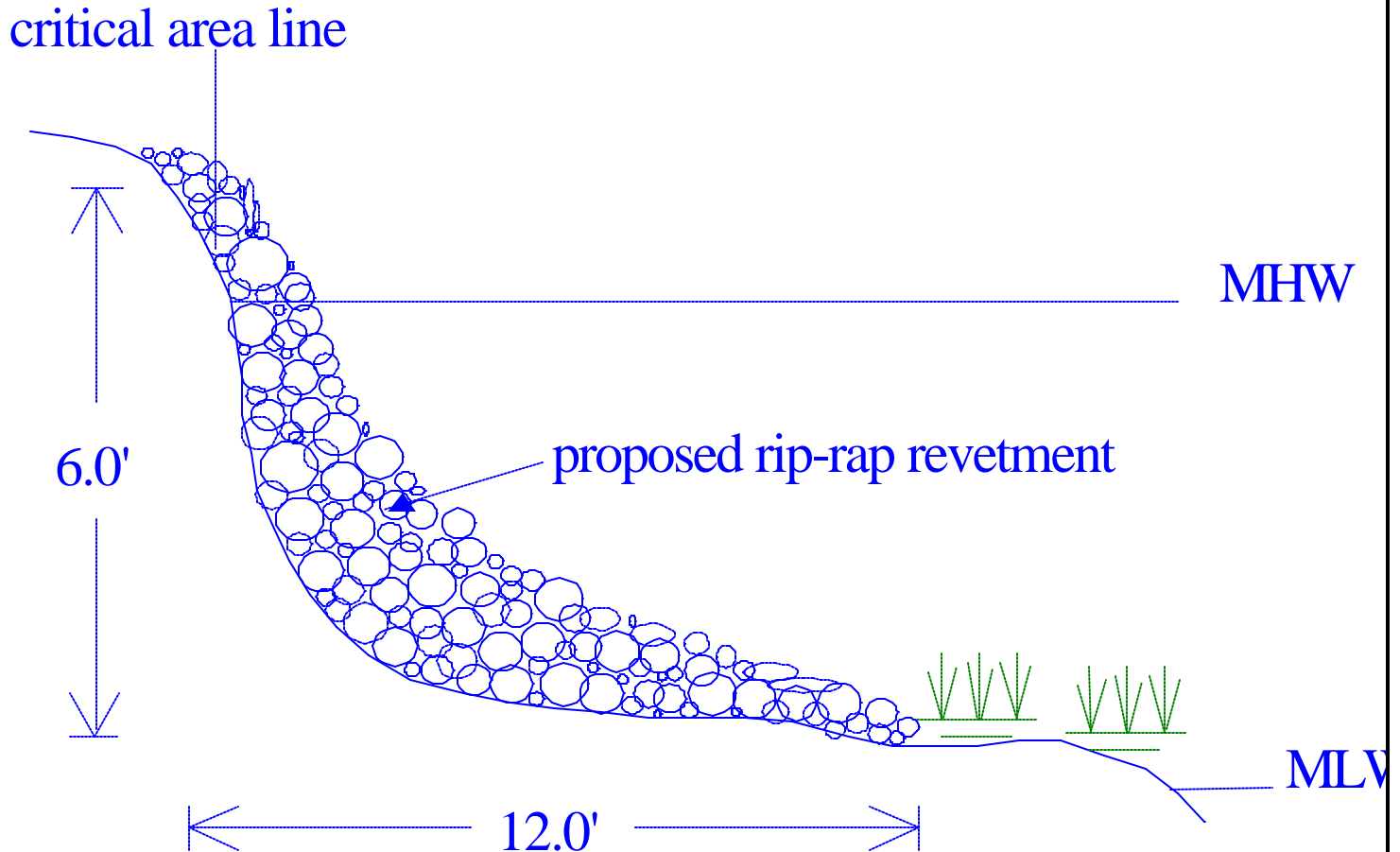


APPLICANT: Jane Doe	LOCATION: 1000 Water Street Mt. Pleasant, S. C.	ADJACENT PROPERTY OWNER: 1. Bob Smith 2. Jack Jones
ACTIVITY: Erosion Control Rip-Rap Revetment	COUNTY: Charleston DATE: April 7, 1995	
P/N #		



**PERMIT
APPLICATION
Sample Drawing**

S. C. Department of Health and Environmental Control
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DRAWING NOT TO SCALE

APPLICANTJane Doe	LOCATION1000 Water Street Mt. Pleasant, S. C.	ADJACENT PROPERTY OWNERS
ACTIVITYErosion Control Rip-Rap Revetment	COUNTYCharleston	1. Bob Smith
P/N #	DATE: April 7, 1995	2. Jack Jones



**PERMIT
APPLICATION
Sample Location Map**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
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744-5847(fax) 846-9810(fax) 626-2381(fax)

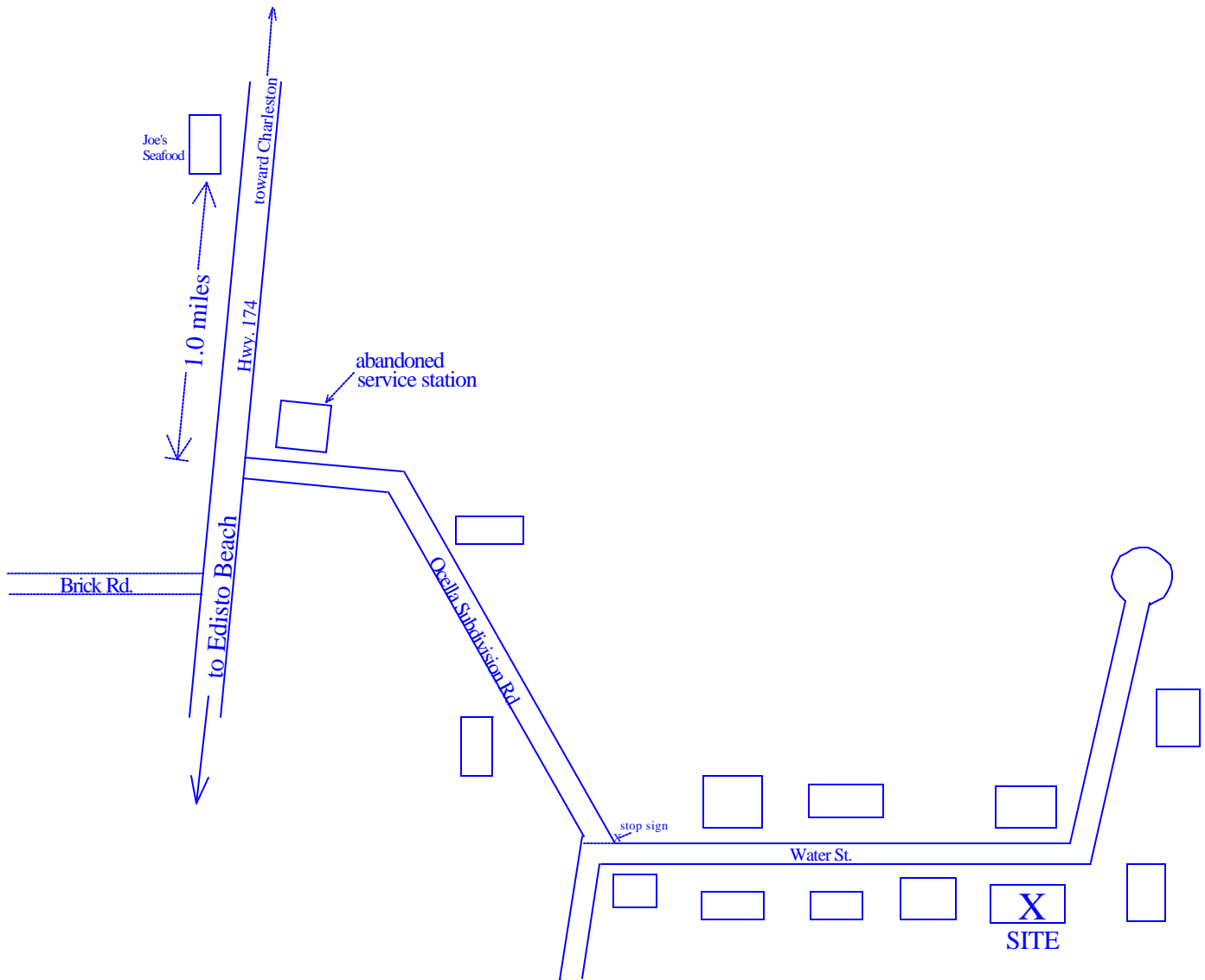
APPLICANT Name Doe	LOCATION 1000 Water Street Mt. Pleasant, S. C.	ADJACENT PROPERTY
ACTIVITY Private Recreational Dock	COUNTY Charleston	1. Bob Smith 2. Jack Jones



PERMIT APPLICATION Sample Location Map

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management

<u>Charleston</u>	<u>Beaufort</u>	<u>Myrtle Beach</u>
744-5838	846-9400	626-7217
744-5847(fax)	846-9810(fax)	626-2381(fax)



APPLICANT: Jane Doe	LOCATION: 1000 Water Street	ADJACENT PROPERTY OWNERS:
ACTIVITY: Private Recreational Dock	Mt. Pleasant, S. C.	1. Bob Smith
P/N #	COUNTY: Charleston	2. Jack Jones
	DATE: April 7, 1995	

APPLICANT:	LOCATION:	ADJACENT PROPERTY OWNE
ACTIVITY:	COUNTY:	

APPLICANT:	LOCATION:	ADJACENT PROPERTY OWNE
ACTIVITY:	COUNTY:	

			ADJACENT PROPERTY OWN
APPLICANT:	LOCATION:		
ACTIVITY:	COUNTY:		
P/N #	DATE:		

			ADJACENT PROPERTY OWN
APPLICANT:	LOCATION:		
ACTIVITY:	COUNTY:		
P/N #	DATE:		